	<h1>Exhibition</h1>		
	<h2>Operational Rules and Regulations</h2>	Updated Date: 06/2018	Rev: 1

1. AISLES / CEILING HEIGHT

1.1 Aisles

The minimum aisle space for trade exhibitions is 2.5 metres and consumer exhibitions is 3 metres. Should any item or structure be placed or protrude into the designated aisle space, MITEC Management reserves the right to move or remove the said item without any liability for loss or damage thereof.

1.2 Ceiling Height

The floor to ceiling height at MITEC is:

Level 1 Hall 1	4.4 metres
Level 1 Halls 2, 3, 4	12.0 metres
Level 2 Halls 5,6,7,8	10.0 metres
Level 2 Hall 6, 7, 8	9.5 metres
Level 3 Hall MPH 1, 2	7.0 metres
Level 3 Halls 9, 10, 11	14.0 metres

The floor to ceiling height at Break-away Rooms is:

Media Centre	3.30 metres
Meeting Rooms 1, 2,3,4,5,6,7,8,9,10	3.35 metres

3.3 It is recommended that stand designers view the exact location of their stand in the venue before designing stands, to take into consideration potential obstacles / limitations e.g. metal struts, air-conditioning pipes, fire hoses, columns etc...

2. AUDIO VISUAL EQUIPMENT / TECHNICAL SERVICES

2.1 Demonstrations: Exhibitors are required to ensure all AV equipment used for marketing purposes is maintained at comfortable volume levels. Any audio system or electronic device that is deemed disruptive to the standard conduct of business of the exhibition or venue will not be tolerated and will be removed from site, this includes noisemakers such as whistles, vuvuzelas, horns, etc.

2.2 Sound levels: AV presentations must be muffled so that noise does not interfere with other Exhibitors. Extremely loud noises such as bells, sirens, buzzers etc. will not be permitted in order that a professional atmosphere be maintained. The MITEC reserves the right to reduce the sound levels, restrict and/or switch off any AV displays deemed disruptive.

2.3 Music & film copyrights: Exhibitors who wish to utilise audio and/or visual aids in the exhibition in relation to the sound tracks of videos and music must ensure that the use thereof will not infringe on the copyrights of others. Exhibitors are advised to contact the regulating authority regarding the procedures for application of a "Copyright Music Licence".

2.4 Projectors and/or screens: Viewing areas should not result in people causing congestion in aisles. If you have a large viewing screen make sure it can be enclosed or draped for better viewing.

3. BANNERS / RIGGING FROM CEILING / COMMON AREA

3.1 All rigging must comply with show management policies and venue constraints.

3.2 Banners may be hung from the ceiling above stands within the exhibition hall, where possible, on proviso that no banner obstructs other exhibits or banners (consider the angle and line of site).

3.3 It is advised that all banners be printed double sided and aluminium rods placed through the top and base of the banner to stabilise it, with a minimum of 10 m x 4 mm steel wire and clamps to be supplied for hanging purposes.

TAKE NOTE: The Venue does not supply rods, wire or clamps.

3.4 Banners are hung by MITEC personnel only and are required to be delivered at least three (3) full days before the exhibition build-up, rigging of banners received late cannot be guaranteed.

3.5 Due to the ceiling height, a Scissor Lift will be required. The cost thereof will be the responsibility of the exhibitor – kindly contacts your MITEC Event Co-Ordinator

3.6 Hanging of banners or displaying posters from any wall within the centre (fixed or operable) is not permitted. Exhibitors disregarding this rule will be asked to remove the poster / banner accordingly, any damage resulting from this will be charged for accordingly.

3.7 Request form must be sent in 2 weeks earlier before the exhibition to check on the availability


3.8 MITEC reserves the right to refuse to hang any banners which are deemed unsafe/ not in proper condition and there would be relocation charge imposed for any change in the location of a banner after it has been hung

3.9 Exhibitors are responsible for verifying with MITEC that their item/s can be rigged and final approval received. To facilitate this process, available blueprints, diagrams, technical drawings and PE endorsement should be included.

3.10 Assembly of item/s is not performed by Centre personnel and must be completed before rigging commences.

3.11 Weight is limited to 1 ton per square (m²) metre per hanging point.

3.12 Dates of installation and removal may vary depending on the quantity of orders received during build-up / teardown periods.

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- 3.13 All rigging and hanging from hang points in MITEC must conform to all national and local safety codes and is subject to mandatory approval by MITEC.
- 3.14 Overhead rigging or hanging of equipment may only be performed by persons who have been certified in all safe hanging procedures, including the use of OSHA certified personal fall arrest systems, and the safe use and operation of overhead rigging, powered work platforms and man-lifts for overhead work.
- 3.15 Visible public notice of overhead work being installed in common areas, such as cautionary signage, barricades, orange traffic cones or similar systems must be in place before overhead work may begin.
- 3.16 All works to be done at common areas will only be allowed after 1800 to 2200 or 0700 to 0800.

4. BEHAVIOUR / DAMAGE / CARE OF BUILDING

- 4.1 The Organiser is responsible for ensuring all exhibitors and contractors are advised of and adhere to the MITEC rules and regulations as laid-out.
- 4.2 The Organiser and Exhibitor undertakes personal responsibility for the behaviour of any person/s presented as staff, suppliers, sub-contractors and/or service providers in their employ whilst on MITEC premises.
- 4.3 The Organisers and Exhibitor also undertake to ensure that no unacceptable behaviour, including the consumption of excessive alcohol, playing of loud music or the use of abusive language occurs by any such person whilst on the premises of the MITEC.
- 4.4 With regards to build-up and teardown, all areas within the venue are to be treated with respect where no part of the facility will be abused, damaged or left in an unacceptable state post event. Contractors and Exhibitors are to ensure their stand/s and surrounding areas are kept in a reasonable state where equipment and debris from building or dismantling is removed. Any Contractor or Exhibitor seen to be disregarding this rule will be fined accordingly (amount will be based on cost of services rendered on behalf of the exhibitor to clear areas).
- 4.5 Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any Organiser or Exhibitor found damaging the walls, carpets and/or any structure on the venue property will be charged with the replacement value of such item.
- 4.6 No attachment, fitting and/or detachment is to be made to the internal/external walls, floors, ceiling and/or pillars of the building, without the prior knowledge and consent of the venue. This includes any ladder and/or other device whatsoever which would be affixed to or suspended from any overhead structure. No nails, hooks or other devices are to be driven into any part of the building.
- 4.7 **Major work construction – wood cutting, painting and angle-grinding is not permitted anywhere within the venue or enclosed loading dock area.** All major construction and painting works must be completed off-site. Last minute touch-ups can be done on within demarcated areas in the (external) loading bay areas at the MITEC and or designated areas as deemed by the Centre. Plastic / cardboard / wood panels (in the case of angle-grinding) must be used to cover the surface of the work area.
- 4.8 Only water-based paints may be used on site. Paint spraying equipment is prohibited. Fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints
- 4.9 Washing of paint brushes within the venue toilet facilities is strictly prohibited; any organiser, exhibitor or contractor found disregarding this rule will be asked to vacate the premises immediately. A designated area are available at loading bay.
- 4.10 Any construction required at permanent carpeted floors must have adequate protection through-out the build up and dismantle.
- 4.11 Carpets, matting, stickers, tapes other textile floor covering and under-lays shall be secured and maintain so that it will not cause a hazard. Fixing of floor coverings may only be done with the industry standard tape. Other forms of fixing such as cable clips, nails or bolts are strictly prohibited. The exhibitor will incur a charge for any tape not removed by the end of their tenancy period, or damage caused to the hall floor. Any damage resulting from a failure to comply with the rules above, as well as cleaning costs, will be invoiced
- 4.12 All damage occurrences committed by third parties, whether noticed by MITEC staff or by general public must be reported to Security, who will complete an incident report detailing who caused the incident, the damage done, the names of any witnesses and any other information pertinent to the situation.

5. CARPETS / FLOOR COVERINGS

- 5.1 All MITEC's Exhibition Halls are not carpeted unless specified in the client contract at additional cost.
- 5.2 The client may outsource a service provider to supply carpet and laying thereof directly or MITEC can suggest preferred suppliers on request.
- 5.3 Should there be any damage to MITEC carpets the full replacement cost and labour will be charged.
- 5.4 Floors and platforms made of natural timber must be a minimum thickness of 25mm and chipboard or Melamine not less than 18mm.
- 5.5 Corners to be rounded off or covered with plastic guards or preferably have bevelled edges to ensure safety risks related to sharp stand corners are minimised while maintaining professional standards.

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- 5.6 Drugget (protective covering type of material), linoleum or other approved floor coverings shall be properly secured or weighted at the edges to eliminate rucking

6. CATERING – FOOD & BEVERAGES / LABOUR


- 6.1 Generally, no external caterers are permitted. Out of the ordinary and for only special F&B exhibitions, concessions may-be granted on proviso that the required licenses have been submitted to the MITEC Safety Officer / Health & Safety Officer.
- 6.2 The MITEC, however, has exclusive catering rights for all events taking place in the MITEC. All food and beverages required must therefore be ordered and supplied through the venue.
- 6.3 Should exhibitors wish to provide their own beverages, approval will need to be obtained from MITEC Management. A corkage fee will be attached to all beverages supplied by external suppliers. Full payment of corkage charged is required prior to the stock arriving on-site. Any beverage order arriving on-site without the required authorisation or payment will be removed and stored by the MITEC (at the cost of the exhibitor) until such time that approval is granted and fees paid.
- 6.4 Exhibitors whose products include a culinary experience (e.g.: Restaurants, catering companies, hotels, etc...) may request approval to showcase and offer tasters to visitors. Such requests may be charged a standard platage fee. Full payment of platage charged is required prior to the food (whether it be pre-made or raw ingredients) arriving on-site. Should this rule be disregarded authorisation to showcase such dishes will be retracted.
- 6.5 Exhibitors wishing to give away samples of products must forward all relevant information for approval by MITEC Management. All food tasters must be limited to bite size portions (85g - 20mm x 20mm x 20mm on a toothpick) and beverages limited to 20ml (soft drinks/liquor)
- 6.6 All orders placed with the MITEC for food and/or beverages must be paid by cash and/or credit card on confirmation of order. Should payment not be made within the specified time no products will be delivered until such time that payment is made and proof thereof submitted.
- 6.7 Late orders requested on the day of the event cannot be guaranteed and specific delivery times cannot be confirmed.
- 6.8 Labour / Porterage - Bar persons, waiters, porter service or general assistants are available for hire via the MITEC – kindly refer to the relevant order forms and costs thereof.
- Normal time rates: Weekdays: 0800-1800
 - Overtime rates: Weekdays: Before 0800 and after 1800
Sunday and Public Holidays

N.B. The minimum shift is 4 hours in any category. As per part-time labour a one hour lunch break is compulsory for all 8 hour shifts. Supervision of labour is required and will be included with all quotations.

TAKE NOTE: All order/s received after the stipulated deadline will be subject to a 20% surcharge.

7. ELECTRICAL INFO / ELECTRICAL CONNECTIONS / TRANSFORMERS

- 7.1 All main power installations from source to outlet must only be carried out by an accredited Electrician who has the authority to issue a Certificate of Compliance on completion of electrical installation.
- 7.2 MITEC under floor connections are situated in pit / service lanes and must remain accessible at-all times to accommodate emergencies (tripping etc.) Stand Builders are required to cut out a trap door for access to the under-floor pits that are covered by floor boards.
- 7.3 No Twin flex is permitted.
- 7.4 All purpose-built stand shell schemes/equipment are to be undertaken by a registered wireman only and must comply with the Bureau of Standards and Occupational Safety & Health Act i.e. Certificate of Compliance to be presented to the venue Safety Officer / Health & Safety Officer.
- 7.5 Only Venue approved multi-socket or multi-extender plugs or cable tie may be utilised.
- 7.6 No joints to trailing cable will be accepted.
- 7.7 Multiple wiring will not be permitted to terminate to a single plug top 15 amp (MY 3 pin plug).
- 7.8 Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- 7.9 Stands constructed of a conductive material will be required to be double earthed to the Centre's earthing system.
- 7.10 Overloaded usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.
- 7.11 Transformers are to be mounted on the structure, walls and/or systems and not placed directly onto the carpeted floor.
- 7.12 No electrical installation and/or fitting may be suspended from the ceiling of the exhibition hall or fixed to any part of the building structure without the prior approval of the venue and if permitted, a fee will be levied.
- 7.13 Any power requirements in excess of 32 amps needs to be discussed with the venue contact person

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- 7.14 Neon Lighting – this lighting may not be installed without prior arrangements and written authorisation from the venue contact person and all neon lights are required to have a 'Fireman's switch'.
- 7.15 Fluorescent fittings – must be earthed.
- 7.16 All electrical fittings and equipment must be Venue approved e.g. transformers, distribution boards, plugs etc.
- 7.17 **N.B.** Please place orders early to facilitate submission of electrical plans to MITEC for approval. Late and/or wrong orders cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the Exhibitor's premises may affect the electrical supplies and installations and thus allowances must be factored into the orders made. The venue reserves the right to reject any installation and/or item of equipment deemed to be unsafe and failing to comply with the statutory gazetted requirements.
- 7.18 Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Cables need to be covered with carpet and highlighted with high visibility or yellow/black hazard tape.

8. EXHIBITION STAND BUILDERS / CONTRACTORS

(NB: Failure to comply may result in refusal of permission to erect the stand).

8.1 Covered Stands

- Covered stands are not permitted unless detailed drawings are submitted to MITEC and a certificate of approval is given from the Bomba / Fire Department.
- A copy of the above is to be provided at least thirty (30) days prior to the event for approval by MITEC.

8.2 Space only / Custom Built Stands

- All exhibitors & contractors will be responsible for providing floor covering (e.g. carpet, wood) for their contracted booth space and exhibit materials may not project beyond lease line.
- All Space only/Custom Built stand builders are required to submit a detailed plan/drawing of the proposed stand (orientation view, incorporating front, side and top elevations), to the MITEC for approval at least thirty (30) days prior to build-up day.
- Custom built stands over FIVE (5) metres in height need to be certified by either a structural engineer or the stand builder, and MITEC Safety Officer.
- All stands are required to have corner guards or round edges.

8.3 Floor plans


- A detailed floor plan of the proposed exhibition layout drafted on a 1 x 1m grid indicating diameters across the plan is to be submitted to MITEC prior to space being sold.
- Once all space has been sold, final plans are to be submitted to MITEC for final approval by MITEC Health & Safety Officer and Bomba / Fire Department.
- Any changes made after final approval need to be communicated accordingly to MITEC Health & Safety Officer prior to build-up (this also pertains to changes made on site during build-up).
- All points of entrance and exit must maintain a minimum of 5m clear space on all sides to the entry way.
- Minimum set back of 0.5 metres is required between the wall and the back of the booth to avoid any wall damages cause during build up or teardown.
- All exits, fire hose connections, extinguishers, hose reel cabinets, standpipes, life, fair stairs and first aid stations must be marked on CAD plans and visible and accessible at all times.

8.4 Furniture/ Equipment

- Equipment may be hired through MITEC (subject to availability).
- Should you require furniture that the venue cannot supply, a list of accredited suppliers will be supplied accordingly.

8.5 High Structured Stands

- Stand builders of multiple tier stands are required to submit detailed plans of the proposed stand/s (incorporating front, side and top elevations) to MITEC for authorisation thirty (30) days prior to the event.
- On completion of the stand/s a certified Structural Engineer is required to complete the relevant Structural Certification Form even if they wish to forward a formal certificate on their company letterhead. This form must be completed in the presence of MITEC Health & Safety Officer.
- A fire extinguisher must be available on the stand and may only be discharged by a trained individual.
- An electronic smoke detector to be installed in an enclosed area i.e. roof structure. These need to be audible via either electrics or batteries.
- Hand rails to be on stairs and decking – no less than 1 metre in height.
- Anti-skid grips are required on each step leading up to the next level.
- Maximum weight capacity to be displayed on platforms.
- Maximum user/pax to be displayed at the bottom of staircases.
- A rigging certificate is required for any suspended loads.

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8.6 Lights

- No spotlights, drop lights or other special lighting device may be directed toward the aisles, every fittings must be installed within booth area
- No strobe light effects are permitted.
- Only LED lights may be used as up lighters due to heat transmission.
- Any additional lighting put up in stands after the official contractor has signed off the Certificate of Compliance, will be removed unless the Organiser can provide the venue with a Certificate of Compliance for all additional lighting.
- Stand builders installing their own lighting and electrics will be required to hand a Certificate of Compliance to the Bomba Safety Officer / Health & Safety Officer once the stand has been completed.
- All lighting must be at least 2.2 metres above floor level or protected in an approved way to prevent accidentally burning.

8.7 Scaffolding

All scaffolding or temporary seating must be erected by a licensed person in accordance with the manufacturer's instructions and certified by an engineer in writing; also a hand-over certificate must be completed. A copy of engineer's certifications and hand-over certificates must be provided to MITEC's Health & Safety Officer at least 24 hours.


8.8 Presentations and/or Demonstrations of Exhibits/Products

An Exhibitor intending to present and/or display equipment/exhibit product at their stand must:

- Give proper consideration to the safety of conditions under which the exhibit will be demonstrated.
- Securely install all working machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to any persons.
- Adequately guard all moving parts of machinery to prevent injury to any person.
- Isolate starting devices to prevent operation by any visitor or other unauthorised person.
- Ensure toxic fumes, exhaust and/or other irritants caused by the exhibits / products are not released into the exhibition hall.
- Prior approval from the relevant controlling authority, in addition to that of the venue, must be obtained for such purposes.
- Ensure that adequate protection is provided to prevent damage to the hall flooring, carpets and facilities.
- Any damages caused will be the responsibility Exhibitor concerned who will be charged accordingly.
- Ensure that any product or display such as roofing, awning, ceiling or lighting must be highlighted in the respective stand plan and submitted to the venue for the Bomba / Fire Department's approval.
- No product or display will be permitted in the exhibition venue without the correct approval / permits.
- Ensure that all the relevant local Government authority licenses and/or permits are obtained and stipulated regulations and conditions are observed and abided by for the demonstration and/or use of electronics, radio and/or satellite receiving and/or transmitting equipment.
- Balloon: Helium balloons used to decorate a booth must be pre-approved, tethered and must be securely fastened to the booth and helium tanks are not allowed inside the Center.
- Drone: The use of drones otherwise known as Remotely Piloted Aircraft (RPAs) or Unmanned Aerial Vehicle (UVAs) within populated event areas at MITEC is strictly controlled.
 - You must keep your RPA at least 30 metres away from other people.
 - Drones must not be flown over populated areas.
- Drones may be flown as part of a display or demonstration where an area can be separated from populated areas with netting or other material.

8.9 Product Stands – Cooking & Sampling

- Any requirement for cooking at a stand must be communicated to MITEC, giving all the relevant details.
- Cooking will only be permitted where prior approval has been granted in writing by the venue.
- Solid food portions should be no larger than "bite size" portions - 85 g/20mm x 20mm x 20mm on a toothpick.
- Any other catering will be subject to a platage charge.
- Beverage tasting must be in "tasting cups" – 20ml (soft drinks/liquor)
- Any other beverage will be subject to a corkage charge.
- Product demonstrations and sampling must have written permission from the MITEC.
- There shall be no demonstrations for sampling outside of contracted exhibition space. Should samplers interfere with the normal traffic of neighbouring exhibition stands, MITEC will have no alternative but to request that the sampling be terminated.

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- The exhibitor/s showcasing food samples are required to produce the relevant food/beverage licenses applicable as per Safety & Health legislation.
- The exhibitor is to supply a large plastic rubbish bin and a supply of plastic bags for associated waste.
- Devices producing open flames are not allowed in exhibit areas. The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials or chemicals as fuel is strictly prohibited.
- A fire extinguisher must be displayed in each booth that features cooking
- Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without prior advance written approval from MITEC

8.10 Stand Builders / Sub-Contractors

- All stand construction staff are required to wear their Company's identification badges and/or company branded clothing, together with the necessary Personal Protection Equipment (PPE) if necessary through-out the duration of build-up and teardown of the exhibition. Hard hats are available for purchase from MITEC.
- Failure of contractors adhering to the dress code above will result in prevention of entry or removal of staff until such time that the staff member is equipped with the correct safety gear and branded clothing.
- All sub-contractors (stand fitting, interior decorating etc.) other than the official exhibition contractor are required to provide the Organiser of the event with an indemnity guaranteeing their observance of the rules and regulations as legislated by MITEC, the Occupational Safety & Health Act and other related Governmental agencies. (This is applicable to build-up and teardown days).
- Walls of all stands must be clad on the reverse side to present an aesthetic appearance from aisles and adjoining stands.

8.11 Stand Cleaning

- MITEC has a contracted service provider for the general cleaning of the hired exhibition venue (i.e. aisles and passages). This excludes cleaning of stands, exhibits and displays.
- Exhibitors are responsible for individual stand cleaning.
- Stand cleaning services may be hired through MITEC. Individual stand cleaning includes - sweeping, mopping, vacuuming, dusting and waste removal.
- Toilet Attendants: Procuring additional cleaners for toilet facilities is compulsory for public and heavy traffic shows. This additional cost will be included on the cleaning quotation obtained from the MITEC Event Co-Ordinator

8.12 Water & Drainage


- Water/drainage is only available in specific areas at MITEC. It is imperative that exhibitors discuss any plumbing requirements with the MITEC Event Co-Ordinator to establish whether the stand is located within close proximity to these outlets.
- Water is provided using a 15mm, 22 mm or 28 mm male/female connection.

8.13 Working Area (demarcated outside)

- Whilst we understand that the Exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc, this is not permitted inside the exhibition hall. Specific areas are demarcated for this purpose as are wash basins for cleaning of paint brushes etc.
- Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any Exhibitor found damaging the walls, carpets and/or any structure on the MITEC property will be charged with the replacement value of such item.


8.14 Drapes, Curtains & Hangings

- Drapes, curtains, hangings and like decorations shall be fire resistant and comply under Bomba's safety rules and regulation. Otherwise, they may be treated with a proprietary fire retardant. Curtains on exit routes should hang 75mm clear of the ground, be parted in the centre and not conceal any exit signs.
- Curtains, hangings, decorations and upholstery shall be secured a minimum of 75mm above floor level by a 75mm deep skirting, fixed taut and/or in tight pleats to a solid backing.
- The exhibitor/contractor is required to submit to MITEC test certificates for any drapes, curtains or hangings that they intend to use. If any material does not meet the standards required they shall be removed from the exhibition hall
- If curtains and draping block vision to the existing "Exit" signs the organiser or theming company are responsible for providing illuminated temporary exit signs. These exit lights need to have battery backup to ensure operation during a power outage.

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9. FACILITIES

- 9.1 Air Conditioning in halls
This is provided on show days only unless payment has been made for build-up / teardown in the contract. NOTE: Should organisers choose to have the hall doors open this will cause condensation and moisture to drip down into the venue.
- 9.2 Animals
No animals are permitted in the venue or exhibition halls without prior approval of MITEC Management.
- 9.3 Banking
Foreign Exchange and banking facilities will be made soonest. Operation hours and location will be advised upon confirmation.
- 9.4 Floor Loading / Spreader Plates
The maximum hall floor loading is: Level 1, 5 tons per m² Level 2, 2 tons per m² Level 3, 1 ton per m² excepting for Level 3, MPH Hall at MITEC which is 500kg and Level 1, Hall 1 is 750kg.
Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading and/or for any demonstrating exhibit /product that causes severe vibrations or reverberations, in which case the floor loading is subsequently reduced by 30% or more. The spreader plates must be arranged in advance by the exhibitor and advise the venue contact person who will obtain final approval from the Safety Officer / Health & Safety Officer.
- 9.5 General
All efforts to advertise demonstrate and operate by the Exhibitor must be conducted in a manner complying to the rights of other Exhibitors. No exhibit will be permitted which interferes with the use of the other exhibits or impedes access to them or the free use of the aisles. The venue reserves the right to limit and/or restrict any operation which, for any reason, might be considered objectionable, without any liability for refund and/or damage.
- 9.6 Hall Lighting
Hall lighting is provided in the venue at a level of 250 lux. The lights may not be removed or dimmed in the exhibition area without prior approval, as this may cause inconvenience to other exhibitors.
- 9.7 Operable Walls
No banners, posters or signage may be attached to or hung onto any of the venue walls (operable or otherwise).
- 9.8 Parking (Level B1a & Level B1)
MITEC carpark system is currently on manual (pay per entry) until the automated car park system
- 9.9 Parking – Out-side Exhibition Centre
Limited parking is available on the Exhibition Centre parameter, additional parking may-be arranged according to show-size and or other requirements.
- 9.10 Refreshments/Catering Services
MITEC provides guests with varieties of food & beverages services & refreshments during show days.
- 9.11 Smoking/Tobacco
Please note that MITEC is a smoke-free venue. As per Government legislation no smoking is permitted within the venues. Designated areas have been allocated and these must be strictly adhered to. Failure to comply with these regulations could lead to possible prosecution. Any electronic, e-cigarettes, e-cigars and vape pens to be treated under the same regulations that apply to normal cigarettes. On the spot fines apply to users of these devices within the building or within five metres of entry and exit door
- 9.12 Storage
The venue does not provide storage facilities. No storage facilities will be permitted within the exhibition hall or behind the individual stands for safety reasons. Stands that require storage need to accommodate a storage area within their designated stand. (Lockable cupboards are advised for security purposes).
- 9.13 Medical Room
Medical room situated at MITEC South Entrance, operated through St. John ambulance or an appointed medical clinic by the organizer.

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- 9.14 Airborne Drones
Due to public safety matters, MITEC has a regulated policy and procedure on the use of indoor drones such as, purpose, height restrictions, single user time slots, safety nets, restricted air space, commercial drone liability insurance and more, contact your Event Co-ordinator to discuss the possible safe use of your drone at MITEC.

10. FIRE REGULATIONS

- 10.1 Hessian, fabric, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a current "Fire Retardant Certificate" indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and should hang no lower than 5 cm above the carpeted floor.
N.B. Please note that it is the duty of the venue contact person to ensure that the draping/materials are suitably treated and if not, to provide the exhibitor with details of an accredited fire retardant contractor.
- 10.2 Electric signs and equipment must be wired to meet the specifications of local Bomba authorities.
- 10.3 Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner.
- 10.4 Any exhibitor having equipment utilising flammable liquid / industrial gas which produces heat, smoke or open flames as an integral part of product demonstration, must receive written approval of plans from MITEC and the local Bomba / Fire Chief, in writing.
- 10.5 Aisles must be kept clear at-all times and fire stations/fire extinguisher equipment are not to be hidden and/or obstructed in any way.
- 10.6 No storage of any kind will be permitted within the confines of the exhibition floor and/or placed behind the exhibition stand or venue walls/curtains.
- 10.7 All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials not found to be fireproof may be required to be dismantled.
- 10.8 Polystyrene products will be prohibited unless treated by a fire retardant and certificated proof provided by the Exhibitor.
- 10.9 Only on receipt of the Certificate may the stand be structured.
- 10.10 All materials used in the exhibition must be of non-flammable nature and resistant in order to conform to local fire ordinances and in accordance with regulations established by the Bomba. Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) or any other highly combustible flammable material. Random testing may be performed at any time by BOMBA or the Centre's Management.
- 10.11 The use of industrial gases of inflammable or toxic nature for demonstration purposes will not be permitted in the exhibition venue unless a detailed application has been made to the Bomba / Fire Department or the Factories Inspector. If approved, the Fire Prevention Bureau (FPB) conditions must be complied with. If this application is not made, gas cylinders and naked flame demonstrations **will not** be permitted.

11. LIABILITIES / INSURANCE / LOSS OF PROPERTY

- 11.1 All Organisers, Contractors, Exhibitors and persons using the venue are strongly advised to arrange, at their own cost, "all risks" insurance coverage from Country of Origin to the exhibition stand including duration of exhibition period and return to domicile.
- 11.2 Exhibitors shall ensure that they are fully covered by insurance and take out "public liability" and "comprehensive" protection.
- 11.3 The period of liability of the exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enter the exhibition site and to continue until all exhibits and property have been removed.
- 11.4 Exhibitors are strongly advised to either lock away or remove all valuable items from their stand when unattended. The MITEC does not take responsibility for any goods left unattended on stands or within the centre.
- 11.5 MITEC will not be responsible for the safety of articles of any kind brought into the hired venue by the exhibitors, their agents, contractors, visitors and/or any other person/s whatsoever.
- 11.6 The Exhibitor shall insure, indemnify and not hold the venue liable in respect of all costs, claim demands and expenses to which MITEC may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or guests.
- 11.7 Exhibitors shall be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.
- 11.8 MITEC requires, under standard terms and conditions of contract, that the exhibitor indemnifies MITEC from all claims resulting from accident, damage and/or injury occurring in the venue, as well as loss of property.
- 11.9 N.B. Exhibitors may order security personnel from the venue in-house security service provider at a fee – kindly refer to the relevant order form.

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12. LOADING DOCKS / OFF LOADING / LOADING PROCEDURES

- 12.1. To facilitate smooth set up and teardown of exhibitions held at the venue, a traffic management system is operated as follows:
- **MITEC:** Goods to be exhibited must be delivered to the Main Delivery Gate and from there to the relevant loading dock. Delivery Trucks may-be accommodated in a holding area, to allow for effective traffic management to take place.
- 12.2. Dimensions:
- | | | | | | | | |
|----------------------------|---|--------|---|------------|-------|---|----------|
| MITEC Loading Dock 2 - 4 | : | Height | - | 3.5 metres | Width | - | 8 metres |
| MITEC Loading Dock 5 - 8 | : | Height | - | 4 metres | Width | - | 8 metres |
| MITEC Loading Docks 9 - 11 | : | Height | - | 4 metres | Width | - | 8 metres |
- The venue will not take accountability or responsibility for goods that arrive early or which are left after the official teardown period of the exhibition. Should the venue need to dispose of any items, the costs thereof will be charged to the Exhibitor or Organiser concerned.**
- 12.4. Contractors specifically appointed to provide logistics operations and involved in delivering materials to the site must ensure that vehicles and mechanical handling equipment such as forklift trucks, only access, operate and manoeuvre in areas designated by the venue for this purpose. These contractors must pay particular attention to the restrictions and directions put in place and provided by the venue to ensure that vehicles and pedestrians are segregated. All must wear appropriate high visibility clothing
- 12.5. MITEC allowing lorry maximum size up to 40 footer only.

13. PAYMENT PROCEDURE AND CREDIT CARD AUTHORISATION


- 13.1. MITEC does not offer credit facilities. Payment for all services must be received on confirmation of order.
- 13.2. For credit card payments please complete the relevant form (Payment Procedure and Credit Card Authorisation) and return by fax to the designated MITEC Event Co-ordinator. Ensure a photocopy of both sides of the relevant credit card accompanies the completed form.
- 13.3. Banking details are listed on the above, mentioned form for payments made via EFT. Ensure a copy of the deposit is sent to MITEC Event Co-ordinator as proof of payment.
- 13.4. Please provide a GST registration number (where applicable).
Kindly ensure that the Event ID Number, Company Name and Stand Number appears on your deposit slip/EFT for ease of reference and payment allocation.

14. REMOVAL OF WASTE / SKIPS

- 14.1. The nominated Exhibition Organiser is responsible for waste removal required for exhibitions or events, however should an excess of debris be expected during the construction or teardown of your stand, exhibitors would be required to hire a skip for removal of such.
- 14.2. MITEC reserves the right to charge the Exhibitor for the removal of excessive waste created i.e. crates, pallets, cartons, packing or literature left behind after teardown.
- 14.3. During the build-up and teardown days of the exhibition, the aisles of MITEC must not be obstructed with packing, construction material or debris. Contractors building "space only" or custom built stands or interior designs are responsible for removing their own building waste and off-cuts from the site at the end of each day.

15. SECURITY / ASSUMPTION OF RISK

- 15.1. As part of the general venue security, MITEC provide perimeter security only. It is recommended that additional steps be taken to limit the chances of a loss by appointing additional security personnel at your stand.
- 15.2. Security personnel will remain on duty until released and the exhibitor is responsible for additional charges that may occur.
- 15.3. A minimum shift of 8 hours per security officer is charged. Billing does not allow for part or divisions of an hour.
- 15.4. Please note that there is an increase in rates applicable for overtime, Sundays & Public Holidays.
- 15.5. Payment in full must be rendered before the service is provided.
- 15.6. Inspection of goods / materials - all equipment, fittings and materials brought into the venue are subject to inspection by the accredited venue Security Contractor.
- 15.7. TAKE NOTE: It is compulsory to complete & return the security check/stand inventory form.**
- 15.8. Never leave valuables on the exhibition stand e.g. purses, briefcases, wallets, cameras, etc., these must be carefully safeguarded – cell phones and laptop computers particularly.

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15.9 In the unfortunate instance that you suffer any loss, please report it to venue contact person immediately. A report will be recorded and a copy made available to you for insurance purposes.

15.10 Assumption of Risk

The Exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it impossible for adequate security to be provided to protect the Exhibitor's merchandise and other property. Accordingly, the Exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property of the Exhibitor located in the exhibition area, storage or any other area where access has been provided to Exhibitors by the venue, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorised or not authorised to be present at the exhibition hall. Furthermore, the Exhibitor acknowledges that security personnel are provided by MITEC merely as a service and that the venue has made no representation regarding the adequacy of such security measures. MITEC recommends that all Exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

16. TELECOMMUNICATIONS / IT

16.1 Temporary Telephone / Fax / Speed Point Lines

Exhibitors who wish to hire temporary services as above for their stand:

- Refundable deposits and connections for services are provided by MITEC and must be paid in full before installation.
- Billing for the above lines will be deducted from the deposit and the balance refunded (where applicable).
- Tax Invoices will be issued as soon as possible from the time of disconnection/departure. Please note that all-outgoing calls / transmissions are chargeable on time-basis
- The above packages are inclusive of on-site support and arrangements can be made should exhibitors require call limits on the rented lines, i.e. once the stipulated limit is reached, all outgoing calls will be automatically barred whilst still allowing incoming calls.
- **TAKE NOTE: Should any of the IT lines need to be moved after initial installation a 100% surcharge will be applicable. No fixed line ISDN internet connections are available in any Halls. This must be arranged directly through the telecommunications service provider.**

16.2 Wireless

- Only wireless enabled devices will be able to communicate with the venue wireless internet.
- **TAKE NOTE: Although the MITEC provides complimentary wireless the signal cannot be guaranteed.**

NOTIFICATION OF ACCEPTANCE

Show Name : _____

Stand Name : _____

Stand Number : _____

Representative Name : _____

Representative Contact Number : _____



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By authority of the exhibiting company the above representative has read and understood the rules and regulations as laid out in the above document and agrees to abide by those laid out or accept the consequences outlined.

Signature of Acceptance : _____

Designation : _____

Date : _____